

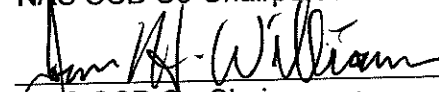
**FLIGHT SERVICES  
CONFIGURATION CONTROL BOARD  
CHARTER  
IN SUPPORT OF  
LIFE-CYCLE MANAGEMENT  
OF THE  
NATIONAL AIRSPACE SYSTEM**

**August 11, 2006**

**Revision 0**

Submitted by   
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### Revision History

Date	Revision	Change Description
08/11/06	0	Initial

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## **1.0 INTRODUCTION**

### **1.1 *Purpose***

This charter establishes the Flight Services Configuration Control Board (CCB) and assigns responsibility for establishing baselines and controlling changes to these baselines for the configuration items (CIs) within the Flight Services domain identified in Appendix A of this document. The Flight Services CCB will operate in an integrated and disciplined manner to provide a structured and streamlined control process for managing the assigned products and services within the flight services domain throughout their intended life cycle. Life cycle configuration management through the CCB ensures that all changes are visible, that any potential safety, security, and operational impacts to the NAS are properly addressed, and provides consistency with technical and programmatic direction across all products and services. This CCB charter empowers the Flight Services CCB to disposition all changes to these CIs in accordance with FAA Order 1800.66, Configuration Management Policy and all applicable notices that supplement the processes contained in Order 1800.66. Organizations that control CIs external to Flight Services, yet they impact Flight Services, will coordinate their CM activities with Flight Services CM organization. This includes coordination and approval of all user interface requirements and unique computer human interface (CHI) characteristics that impact Flight Services CIs. A companion document, the Flight Services CCB Operating Procedures, will be developed to define the process and procedures used to execute the responsibilities assigned in this charter and will be subjected to approval by the Flight Services CCB once formed.

### **1.2 *Authority***

The National Airspace System (NAS) CCB authorizes the Flight Services CCB to operate under this charter in accordance with the FAA Order 1800.66. This authority does not extend to the creation of lower level CCBs. The charter shall be changed only upon recommendation by the Flight Services CCB and approval by the NAS CCB.

## **2.0 FLIGHT SERVICES CCB RESPONSIBILITIES**

The responsibilities of the Flight Services CCB are:

- a) Performing CCB functions as established in this charter in accordance with FAA Order 1800.66 and all applicable notices that supplement the processes contained in Order 1800.66;
- b) Submitting proposed changes to this Charter, to the NAS CCB and subsequently implementing the approved changes;
- c) Maintaining and approving proposed changes to the Flight Service CM Plan and CCB Operating Procedures;
- d) Identifying Flight Services CCB configuration item baseline documentation, as well as documents that comprise each of the domain's subordinates baselines;
- e) Developing, maintaining and approving proposed changes to Flight Services configuration management documentation (i.e. Processes, Plans, Procedures) and evolution of the Flight Services domain system architecture throughout the life cycle of the system;
- f) Ensuring that the specifications under the jurisdiction of the Flight Services CCB are developed in accordance with FAA-STD-005 and approved in accordance with FAA Order 1800.66 and that changes beyond the approval authority of the Flight Services CCB are elevated to the NAS CCB for review and approval;
- g) Ensuring adherence to configuration control procedures in processing changes to the Flight Services configuration item baselines;
- h) Identifying Flight Services domain configuration item baseline documentation, as well as documents that comprise each of the domain's subordinate baselines;
- i) Ensuring all NAS change proposals (NCPs) are processed in accordance with Safety Management System change processing requirements, requiring a safety assessment, Casefile/NCP Safety Risk Management (CNSRM) Checklist and if required, a signed Safety Risk Management Document (SRMD) to support effective decisions regarding changes to operational NAS systems, equipment, and facilities;
- j) Ensuring proposed changes are screened and all interface changes are coordinated between responsible organizations prior to presentation to the CCB;
- k) Reviewing, adjudicating, transferring or elevating changes presented to the CCB;

- l) Documenting and tracking CCB actions and decisions in accordance with the processes and procedures as defined in the CCB Operating Procedures;
- m) Ensuring that all test NCP include a test plan, in accordance with the NAS CCB direction and FAA Order 1800.66 prior to CCB approval. Monitoring test results of approved changes into the appropriate baseline. Discrepancies will be resolved and documented prior to baseline modifications.
- n) Ensuring that the listing of Flight Services CIs in Appendix A remains current. NAS baselined CIs are contained in NAS-MD-001. This includes generation of case files to decommission NAS systems or subsystems which have been removed entirely from the NAS inventory;
- o) Reporting CM performance metrics for the Flight Services CCB to the NAS CCB on a quarterly basis or at the request of the NAS CCB.

### **3.0 FLIGHT SERVICES CCB PARTICIPANTS**

The Flight Services CCB participants are identified in Appendix B.

### **4.0 CCB ADMINISTRATION**

The CCB Executive Secretariat shall be responsible for ensuring that changes are presented at CCB meetings. The Executive Secretariat responsibilities consist of coordinating and performing the administrative tasks related to the operation of the CCB, including, but not limited to:

- a. Preparing agendas and meeting minutes;
- b. Supporting the change process and procedures (including prescreening, must evaluation and resolution of comments);
- c. Collecting metrics and reporting to the NAS CCB;
- d. Tracking and monitoring CCB action items and configuration control decision (CCD) to closure;
- e. Ensuring that all NAS change proposals (NCPs) are processed in accordance with Safety Management System change processing requirements contained in the Configuration Management Policy 1800.66; and applicable notices;
- f. Ensuring that all NAS change proposals are reviewed by safety, security and estimated cost and funding source information is provided;

- g. Submitting any unresolved comments to the Chairperson for resolution;
- h. Supporting CM performance monitoring functions, under the authority of this CCB Charter and as described in the CCB Operating Procedures;
- i. Ensuring all CM information is validated and entered into the FAA nationally approved CM database;
- j. Elevating issues that cannot be resolved at the Flight Services CCB to the NAS CCB for resolution.

## **5.0 CCB RECOMMENDATIONS AND DECISIONS**

The Flight Services CCB shall review, adjudicate, elevate, or withdraw proposed NCPs affecting its CIs or transfer proposed NCPs to other CCBs for adjudication as required. The CCB shall reach a decision after a period of presentation, discussion and/or debate, at which time the chairperson may poll the members for their position or recommendation. The CCB chairperson shall make all final decisions. NCPs may be deferred until the next CCB if further analysis or additional information is needed.

Decisions on NCPs shall be documented in a CCD prepared by the CCB Executive Secretariat and signed by the CCB Chairperson. The CCD will include implementation action items and the responsible organization(s). Implementation actions will be documented and tracked in the modification tracking system by the implementers until completed. When completed, the responsible organization(s) shall notify the Executive Secretariat to ensure closure of the assigned actions.

## **6.0 CHANGES TO THE CCB CHARTER**

This Charter shall be changed only with the approval of the NAS CCB upon the recommendation of the Flight Services CCB.

## **7.0 DELEGATION OF CCB AUTHORITY**

The CCB Chairperson may authorize another participant to act as a chairperson by notifying the CCB Executive Secretariat. CCB permanent members are responsible for ensuring they are represented at CCB meetings and may delegate specific authority by informing the CCB Chairperson. Additionally, when time critical or urgent processing of change proposals is necessary, or in the event of other specific circumstances, the CCB Chairperson may call an emergency CCB meeting or approve changes without benefit of a CCB meeting or member review. Change proposals processed outside the normal CCB process shall be documented and communicated to permanent members as soon as practicable, as or no later than the next regularly scheduled meeting. Questions and concerns regarding CCB decisions are addressed to the CCB Chairperson.



## **APPENDIX A: CONFIGURATION ITEMS**

The CIs listed below are under the control of the Flight Services domain CCB. Currently, these CIs reflect the primary facilities, systems and products, which provide the required services within the domain. As these CIs or components thereof are baselined and/or placed under configuration control, they will be entered into the Master Configuration Index and contained in the NAS Subsystem Baseline Configuration and Documentation Listing, NAS-MD-001.

### **Flight Services CIs:**

Alaska Aviation Weather Briefing System (AAWBS)  
Automated Flight Service Station (AFSS)  
Automated Flight Service Voice Unit (AFSS Voice Unit)  
Automated Flight Service Station Work Station (AFSSWS)  
Automated Text-to-Voice (ATTV)  
Aviation Weather and NOTAM System (AWANS)  
Aviation Weather Processor (AWP)  
Closed Circuit Television System (CCTV), Only at Alaska FSS  
Digital Aviation Weather Network (DAWN)  
Direct User Access Terminal Service (DUATS)  
FA-10018 Automated Flight Service Station – Model 1 Full Capacity (M1FC)  
Flight Services 21 (FS21)  
Flight Service Automation System (FSAS)  
Flight Service Broadcast Message Processor (FSBMP)  
Flight Service Data Processing System (FSDPS)  
Flight Service Graphic Weather Display System (GWDS)  
Operational and Supportability Implementation System (OASIS)  
Telephone Information Briefing System (TIBS)  
Transcribed Weather Broadcast (TWEB)

## **APPENDIX B: CCB MEMBERSHIP**

The participants of the Flight Services CCB are as follows:

### **Flight Services CCB Chairperson**

- Director, Flight Services Program Operations or designated representative

### **Flight Services CCB Executive Secretariat**

- Flight Services CM Officer (CMO) or designated representative

### **Flight Services CCB Permanent Members**

- Manager, System Engineering or designated representative
- Manager, Safety & Operations or designated representative
- Manager, Program Management Support or designated representative
- Manager, Flight Services Quality Assurance and Performance
- Manager, Information Office (CONUS) or designated representative
- Manager, Information Office (Alaska) or designated representative
- Manager, Infrastructure Services or designated representative
- Manager, NAS System Engineering ATO-P
- Manager, Flight Service Systems ATO-P
- Manager, Communication, Flight Service & Weather Engineering ATO-W
- Anchorage ARTCC District Manager, Technical Operations, Western Service Area
- Fairbanks District Manager, Technical Operations, Western Service Area

Ad hoc technical advisors, consultants, and program control specialists will be invited as required.

## **APPENDIX C: ACRONYM LIST**

ATO	Air Traffic Organization
CCB	Configuration Control Board
CCD	Configuration Control Decision
CHI	Computer Human Interface
CI	Configuration Item
CM	Configuration Management
CMO	Configuration Management Officer
CNSRM	Casefile/NCP Safety Risk Management
ECP	Engineering Change Proposal
FAA	Federal Aviation Administration
ICD	Interface Control Document
IRD	Interface Requirements Document
NAS	National Airspace System
NCP	NAS Change Proposal
SRM	Safety Risk Management
SRMD	Safety Risk Management Document
SMS	Safety Management System